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To: All Field Officials

From: Director, National Human Resource Management Center

Subject: Managing Human Resources: Office of Workers' Compensation Program

Attached is a copy of the handbook on Office of Workers' Compensation Program. This handbook is designed for you to use as a reference when an employee sustains a traumatic injury or an occupational disease/illness on the job. It provides step-by-step instructions as to the process which should be followed in such cases.

Specifically, it includes information on how accidents could be prevented, how to handle traumatic injuries and occupational diseases/illnesses which employees may sustain on the job, procedures for returning employees to work, and case management procedures.

Included in the pocket of your handbook is a quick reference laminated card and an assembled package of forms for your use that will help you in assisting an employee who is injured on the job.

This handbook is part of the Guide for Supervisors and Managers, which you received in December 1996. Please include it in the notebook which was provided to you.

OWCP (OWCP Active Case Management Guidelines), dated March 1, 1996, is canceled and will no longer be used.

Linda D. Sedbrook

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